

Claims

We claim:

1. A method for storing, organizing and providing remote electronic access to contracts, the method comprising:
 - developing and storing a cover sheet including a standard set of identification data characterizing each contract;
 - creating and storing a digital version of each contract by scanning each contract, each digital version comprising a scanned image and a searchable text file, wherein the text is overlaid with the image;
 - generating an index of bookmarks identifying sections of the digital version of each contract;
 - capturing selected fields of information from the digital version of the contract, the selected fields being selected from a group comprising vendor, contract date, contract expiration date;
 - organizing and cross-referencing the contracts in a database comprising the captured information and additional information related to each contract, the information in the database being selected from a group comprising reference number, contracting party, vendor, contract date, contract expiration date, department, contract type, contracting site, responsible party, parties authorized to have remote electronic access to the document, contract signatory, contracting group, contract value, contract status, contract critical dates, and assets related to contract;

20 alerting designated parties of critical dates associated with each contract; and
21 providing remote electronic access to the contracts over the internet.

1 2. The method according to claim 1, further comprising:
2 assigning each contract a reference number.

1 3. The method according to claim 1, wherein storing the cover sheet comprises:
2 generating a cover sheet comprising a plurality of fields each comprising a plurality of
3 members;
4 selecting at least one member of each field on the cover sheet; and
5 scanning the cover sheet.

1 4. The method according to claim 3, wherein the identification data on the cover sheet is
2 selected from a group comprising contracting entity, contract related site, contract type, contract
3 related department, authorized users and responsible parties.

1 5. The method according to claim 1, further comprising:
2 linking information to the contract, the information selected from the group comprising
3 vendor information, notes concerning the contracts, related documents, party information, user
4 selected critical dates, assets related to the contracts, and selected terms of the contracts.

1 6. The method according to claim 1, further comprising:
2 limiting access and extent of access of users to the contracts and related information.

3
4 7. The method according to claim 6, wherein the access and extent of access are defined
5 by amount of information that a user may access; ability to print contracts and information;
6 ability to attach and edit information attached to a contract record; ability to create and edit a
7 contract summary page; the ability to archive a contract, the ability to enter and edit critical
8 dates; the ability to enter and edit assets attached to a contract, the ability to create and enter
9 vendor information; the ability to be named as a responsible party to a contract; the ability to
10 delete a vendor, the ability to create, edit or delete users; and the ability to make global changes
11 to summary pages of a database of the party to the contracts.

1 8. The method according to claim 1, further comprising:
2 searching the contracts

1 9. The method according to claim 1, wherein providing remote access to the contracts
2 comprises:
3 displaying a contract attribute search page comprising lists of alternatives for each
4 member of the standard set of identification data;
5 selecting at least one alternative for each member of the standard set of identification
6 data; and
7 initiating the search.

1 10. The method according to claim 9, wherein the lists are displayed as pull down
2 menus.

11. The method according to claim 1, wherein providing remote access to the contracts comprises:

displaying a contract search page comprising a contract text keyword search text entry box;

entering text in the text entry box; and

initiating the search.

12. The method according to claim 1, wherein providing remote access to the contracts comprises:

displaying a contract filter page including a contract attribute search page comprising lists alternatives for each member of the standard set of identification data and including a contract search page comprising a contract text keyword search text entry box;

selecting at least one alternative for each member of the standard set of identification data and/or entering text in the text entry box; and

initiating the search.

13. The method according to claim 1, wherein providing remote access to the contracts comprises:

displaying a list of categories of contract information;

selecting a category; and

displaying contracts that fall within the selected category.

comprise the information of which details are sought.

19. The method according to claim 1, further comprising:

predefining a level of access of a user;

verifying a name and a password for the user; and

permitting the user to access the contracts with the level of access of the user.

20. The method according to claim 1, further comprising:

providing all of information about a contract on a single printable page.

21. The method according to claim 18, wherein one of the links is to the digital version of the contract.

22. The method according to claim 1, further comprising:

generating a new contract record utilizing a stored contract record as a template.

23. The method according to claim 1, further comprising:

providing remote electronic access over the internet to contracts being negotiated;

entry of comments concerning the contracts by users; and

providing remote electronic access over the internet to contracts commented on by the users.

24. A method for storing, organizing and providing remote electronic access to

computer program instructions, recorded on the computer readable medium, executable by a processor, for performing the steps of:

- assigning each document a reference number;
- developing and storing a cover sheet including a standard set of identification data characterizing each document;
- creating and storing a digital version of each contract by scanning each document, each digital version comprising a scanned image and searchable a text file, wherein the text is overlaid with the image;
- generating an index of bookmarks identifying sections of the digital version of each document;
- capturing selected fields of information from the digital version of the document;
- organizing and cross-referencing the documents in a database comprising the captured information and additional information related to each document;
- generating alerts to designated parties of critical dates associated with each document;

and

- providing remote electronic access to the document over the internet.

27. A system for performing a process of for storing, organizing and providing remote electronic access to documents, comprising:

- a processor operable to execute computer program instructions; and
- a memory operable to store computer program instructions executable by the processor, for performing the steps of:

- assigning each document a reference number;

7 developing and storing a cover sheet including a standard set of identification data
8 characterizing each document;
9 creating and storing a digital version of each contract by scanning each document, each
10 digital version comprising a scanned image and searchable a text file, wherein the text is overlaid
11 with the image;
12 generating an index of bookmarks identifying sections of the digital version of each
13 document;
14 capturing selected fields of information from the digital version of the document;
15 organizing and cross-referencing the documents in a database comprising the captured
16 information and additional information related to each document;
17 generating alerts to designated parties of critical dates associated with each document;
18 and
19 providing remote electronic access to the document over the internet.